

Purchasing Card Transaction Log
03.007.01

Purchasing Card Transaction Log
Month of:

CARD HOLDER NAME:	MAIL STATION:
	PHONE:
COST CENTER:	MANAGER'S NAME

#	Date	Merchant	Item Purchased	Purchased For:	Subtotal	Freight	Total
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
			Log Total				
			Statement Total				

Enclose all receipts and monthly statement. Reconciliation by cardholder must be completed within three working days of receiving the mailed statement. THE SUPERVISOR MUST APPROVE AND FORWARD TO THE FINET TECHNICIAN BY THE 22ND OF THE MONTH.

Cardholder's signature _____ Date _____
Supervisor's Signature _____ Date _____

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Cardholder Signature & Date_____

Supervisor’s Signature & date_____